STAFF REPORT

To: **Honorable Mayor and City Council**

Date: **December 15, 2025**

From: **Maria Saguisag-Sid, Human Resources Director – (650) 558-7209**

Subject: **Adoption of a Resolution Authorizing the City Manager to Implement the Tentative Agreement with the City of Burlingame and the Association of Police Administrators, Amend and Execute the Memorandum of Understanding with the Association of Police Administrators, Approve the Amended Salary Schedule, and Increase the General Fund Budget Appropriation for the Police Department by Approximately $46,900**

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution authorizing the City Manager to implement a Tentative Agreement with the City of Burlingame and the Association of Police Administrators (Police Administrators) and amend the Memorandum of Understanding (MOU), effective January 1, 2026, through December 31, 2028. Staff further recommends approving the updated salary schedule for Merit Classifications effective December 29, 2025, and increasing the General Fund Budget Appropriation for the Police Department by approximately $46,900.

BACKGROUND

The Police Administrators' labor agreement is scheduled to expire on December 31, 2025. Since September, the City and the Police Administrators bargaining teams have been meeting and conferring met in good faith on the terms and conditions of employment as provided by State law. After a few sessions, the City and the Police Administrators' bargaining teams agreed on a Tentative Agreement, and the members ratified the Tentative Agreement on December 10, 2025.

DISCUSSION

The major terms of the Tentative Agreement are within Council authority for fiscal impact. The changes to the successor MOU being recommended are as follows:

Term:
- Three years, January 1, 2026, through December 31, 2028

Salary:
- Effective the first full pay period after City Council approval, 2.5% increase in base salary and a 3.2% equity adjustment, for a total of 5.7% salary increase
- Effective the first pay period of January 2027, 2.5% increase in base salary and a 2.0% equity

adjustment, for a total of 4.5% salary increase
- Effective the first pay period in January 2028, a 2.5% increase in base salary and a 1.5% equity adjustment, for a total of 4.0% salary increase

Bereavement Leave:
- Increase paid bereavement leave to five days and update language to match state statute

Longevity
- Employees with at least 10 years of service will receive 2.5% longevity pay
- Employees with at least 12 years of service will receive 5% longevity pay

POST Certification
- POST Advance Certificate premium pay will be 5% of base hourly rate
- POST Supervisory Certificate premium pay will be 7.5% of base hourly rate
- POST Management Certificate premium pay will be 10% of base hourly rate

Extra Shift Premium Pay
- Incorporate Side Letter dated October 31, 2023, into MOU

Staff is requesting approval from the City Council to authorize the City Manager to implement the Tentative Agreement and amend and execute a successor MOU for the bargaining group with the provisions noted above and in the attached Tentative Agreement.

Staff is also requesting approval of the amended Merit Salary Schedule to be effective December 29, 2025; the new salary schedule will reflect the changes in compensation as agreed upon by the parties.

FISCAL IMPACT

The increase in Year 1 (calendar year) costs under the negotiated agreements for all covered employees is estimated at $112,400. The adopted budget for fiscal year 2025-26 included an estimated 4% increase for this group. The impact of these negotiated changes to the fiscal year 2025-26 budget is approximately $46,900 for the Association of Police Administrators. Staff proposes to increase the General Fund budget appropriation for the Police Department by the same amount. Future budgets will incorporate the approved increases going forward.

Exhibits:
- Resolution
- Association of Police Administrators Tentative Agreement
- Salary Schedule – Merit Employees